



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
47123 BUSE ROAD, UNIT # IPT  
PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO

NAVAIRINST 5100.9B  
AIR-7.2.5  
7 Nov 97

NAVAIR INSTRUCTION 5100.9B

From: Commander, Naval Air Systems Command

Subj: NAVAL AIR SYSTEMS COMMAND SMOKING AND TOBACCO USE POLICY

Ref: (a) DOD Directive 1010.10D  
(b) DOD Instruction 1010.15  
(c) SECNAVINST 5100.13A  
(d) NASPAXRIV 6110.2  
(e) Executive Order 13058 of August 1997

Encl: (1) Diagram Chart for Designated Smoking Areas

1. Purpose. To establish policy and responsibility for tobacco use prevention, within spaces controlled by the Naval Air Systems Command Headquarters (NAVAIRHQ) located at Naval Air Station, Patuxent River, Maryland, following the procedures governed by references (a) through (e).

2. Cancellation. This instruction supersedes NAVAIR Instruction 5100.9A of 11 May 1994. Since this is a major revision, changes have not been indicated.

3. Scope. This instruction applies to all NAVAIRHQ and Aviation Program Executive Offices, military personnel, civilian employees including nonappropriated fund employees, and to all dependents, contractors and visitors while in NAVAIRHQ occupied buildings.

4. Policy

a. It is the policy of the Commander, Naval Air Systems Command, that NAVAIRHQ will implement a healthy, positive, and productive work environment for all personnel. This policy supports abstinence and discourages the use of tobacco products including smokeless tobacco (spit tobacco). The intent is not to prohibit tobacco use, but to eliminate the use of tobacco products in NAVAIRHQ controlled spaces. Smoking shall be permitted only to the extent that it does not endanger life or property, or risk impairing non-smokers' health.

b. The use of tobacco products is prohibited in all federal buildings. Since the majority of NAVAIRHQ personnel are located in building 2272 at Patuxent River, Maryland, enclosure (1) identifies designated smoking areas for building 2272. Smoking is prohibited in all corridors, stairways, restrooms, conference rooms, elevators, private offices, lobbies, library, and all levels of the parking garages. The use of tobacco products is also prohibited in all NAVAIRHQ official vehicles.

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5. Action

a. All NAVAIRHQ employees located in buildings other than 2272 will follow the guidelines established in this instruction and references (a) through (d).

b. Violations of this policy should be reported to the immediate supervisor and handled in the same manner as violations to any other personnel policy.

c. Provide ashtrays or other receptacles for tobacco products at the designated smoking areas and ensure each area is policed. Receptacles may not be placed near air supply intakes for buildings.

6. Professional Assistance. Smoking cessation programs will be an integral part of the NAVAIRHQ smoke-free work environment. Since no single strategy works for all employees, a variety of smoking cessation programs will be offered to interested employees on an ongoing basis. Offerings may include group clinics, computer-assisted or video-oriented programs, speakers on the hazards of smoking and smokeless tobacco products, self-help materials, and a variety of educational/awareness information. Participation in any of these programs will be on a voluntary basis. Specific programs will be announced through various communication vehicles (e.g., electronic boards or bulletin boards, flyers, etc.).

7. Responsibilities. The Human Resources Management Division (AIR-7.3) will develop and administer smoking cessation programs for interested employees, and provide information on the consequences of tobacco use.

8. Review. AIR-7.2.5 shall review annually the contents herein and recommend changes or deletions to the Commander.



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# DESIGNATED SMOKING AREAS

